

UA FY26 STEP Grant Process



Topics to Review

- Pre-Proposal Process (slides 3-6)
- Dept. of Labor & Workforce Development Trainings (slide 7)
- Grant Submission Process (slides 8-11)
- Notification Process & Timeline (slide 12)
- Grant Management (slides 13-14)

Pre-Proposal Qualifications

- Short-term training that will upgrade skills of Alaska's workforce with the latest national and state certifications and competencies in demand by employers in priority industries
- Targets adult workers who are Alaska residents, may be employed or employable, have worked in a job covered by UI in past five years, and who need training to improve prospects for obtaining or retaining employment
- Cannot exceed \$10,000 per participant (Note: Negotiations may be necessary between proposals to not exceed the UA systemwide allowance; typically, \$400K.)

University Points of Contact

UAA

- Email proposal to the Provost's office: uaa_oaa@alaska.edu
- Copy: Kathy Craft, Associate Vice Provost for Health Programs

UAF

- Email proposal to the Provost's office: uaf-provost@alaska.edu
- Copy: Bryan Uher, Interim Dean, Community and Technical College and Charlene Stern, Vice Chancellor of Rural and Native Education

UAS

- Email proposal to the Provost's office: uas.provost@alaska.edu
- Copy: Kristy Smith, Interim Dean of Career Education and Bill Urquhart, Director of Ketchikan Campus

Pre-Proposal Application & Timeline

- Application can be found at:
<https://www.alaska.edu/research/wd/funding/index.php>
- Complete and submit to your university point of contact by February 25, 2025
- UA Workforce Development Committee will review and select the pre-proposal(s) in partnership with the Provosts to participate in the UA STEP Grant Process

DOLWD STEP Grant Trainings

Q&A Teleconference

Tuesday, February 18th, 2025

Join on your computer or mobile app

Dial in by phone

[STEP Program, RGA, and application process](#)

Grant Submission Process

- Roles & Responsibilities
- Timeline

Application/Grant Support Roles & Responsibilities

- UA Workforce Development will provide budget coordination between applicants to not exceed the combined submission total (historically \$400K)
- Grants and Contracts (G&C) Offices at each university will assist in submitting one application per university to not exceed the combined submission total systemwide and provide pre- and post-award support

Applicant Roles & Responsibilities

- Attend meeting(s) as needed to coordinate grant submission
- Complete G&C's proposal packet
- Meet all identified timelines to apply



Grant Management

All grantees will be responsible for the following:

- Completing participant applications to confirm STEP eligibility
- Enter participant data and course information in DOLWD's grant management system (training is provided)
- Provide monthly reports, regardless if training occurs, and a final report
- Complete exit process for all participants

Grant Management (cont.)

If there is more than one grantee within a university (e.g., two projects are submitted and awarded in the single application), there will need to be coordination between grantees to enter all data for monthly reports and submitting the final report into DOLWD's management system

Questions?

Contact:

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